

NAVFACINST 5042.5G  
FAC 09G  
1 July 1993

NAVFAC INSTRUCTION 5042.5G

From: Commander, Naval Facilities Engineering Command

Subj: NAVAL FACILITIES ENGINEERING COMMAND INSPECTION PROGRAM

Ref: (a) OPNAVINST 5040.7L  
(b) NAVFAC NOTICE 5040

Encl: (1) Sample Implementation Status Report, OPNAV Form 5040/2 (11/68)

1. Purpose. To implement reference (a), assign responsibility, and prescribe procedures for conducting the Naval Facilities Engineering Command (NAVFACENGCOM) Inspection Program, as scheduled in reference (b).
2. Cancellation. NAVFACINST 5042.5F. This is a complete revision of the basic instruction and should be reviewed in its entirety.
3. Background.
  - a. Reference (a) establishes objectives and policies, assigns responsibility, and prescribes procedures for the preparation, conduct, reporting and follow-up of inspections and conducted under the Naval Command Inspection Program.
  - b. The NAVFACENGCOM Inspector General's mission includes the specific functions of conducting and coordinating inspections of its subordinate activities. The NAVFACENGCOM Inspector General serves as the single point of contact for all inspection and follow-up matters within this Command.
  - c. NAVFACENGCOM maintains a central Navy Public Works Center (PWC) management organization to meet the requirement for uniform financial management of PWCs which operate under the Defense Business Operations Fund. The command and control of PWCs is assigned to the immediate superior in command (ISIC).
4. Action.
  - a. In keeping with the CNO's application of Total Quality Leadership (TQL) as the management philosophy of the Navy, inspection emphasis shall be placed on the review of processes with a look to the future as well as the present, teamwork versus individual effort, openness versus close-hold, and a broad oversight perspective. Concentration should be on the vital areas of critical processes and products and services,

the goal being a quality enhanced inspection that stands the "value-added" test in concert with TQL principles.

b. The Commander, NAVFACENGCOM, shall inspect echelon III commands as required by reference (a), and assist with or augment inspections of PWCs as requested by the ISICs. Minimum NAVFACENGCOM Headquarters participation on PWC inspections shall include inspector personnel from the PWC management organization, in order to meet the requirements of assessing financial management of PWCs.

c. The Commanders of Atlantic Division and Pacific Division, and the Commanding Officers of Southwest Division and Southern Division, Naval Facilities Engineering Command, shall conduct inspections of their subordinate activities in accordance with reference (a). These inspections shall cover relevant functional areas, as well as items of special interest to the Secretary of the Navy and the Chief of Naval Operations which are promulgated annually by OPNAVNOTE 5040. Additionally, a three-year schedule with proposed inspection dates shall be provided by 1 April of each year for publication in the annual update of reference (b).

d. NAVFACENGCOM Headquarters and subordinate command personnel shall be assigned temporary duty for augmentation of inspection teams, as required.

e. During an inspection, any evidence of fraud, waste, inefficiency or related improprieties, including sexual harassment, prohibited discrimination or fraternization shall immediately be brought to the attention of the Inspector General (Chief Inspector) without further investigation.

f. Inspection reports shall be marked FOR OFFICIAL USE ONLY and include the following statement, "The information contained herein relates to the internal practices of the Department of the Navy and is an internal communication within the Navy Department. THIS REPORT IS NOT RELEASABLE without the specific approval of (inspecting authority). Its contents may not be disclosed outside original distribution, nor may it be reproduced in whole or in part. All requests for this report, extracts therefrom, or correspondence related thereto shall be referred to (inspecting authority)."

5. Reports and Forms. A copy of inspection reports shall be provided to the NAVFACENGCOM Inspector General within 90 days after completion of the inspection. The inspected activity shall report action taken on recommendations every 90 days to the inspecting activity until action is completed. OPNAV Form 5040/2 (enclosure [1]) which is to be used for these reports may be requisitioned from the Fleet and Industrial Supply Centers, Norfolk and Oakland.

"Signed"  
E. T. TAYLOR

Inspector General

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IMPLEMENTATION STATUS REPORT  
OPNAV FORM 5040/2 (11/68)

OPNAV REPORT 5040-1

|                                     |   |
|-------------------------------------|---|
| Status as of (Date)                 | Reported by (Action OP/Bureau/Command)  |
| Action Officer (Name and Extension) | Coordinating Action (OP/Bureau/Command) |

Identification of Report (NAVINSGEN/Command Inspection/Audit/Area Coordination. Include Serial and Date.)

Identification of Action Item (Recommendation Number/Paragraph Number)

Recommendation:

Current Implementation Status (If Action Considered Complete, So State.)

Next Step in Implementing the Required Action (Include Estimated Date of Completed Action).